



MemoQ[®] for Beginners

A Practical Guide

Book III of Lectures on Translation Series



MemoQ® for Beginners

A Practical Guide

By:
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(First Edition)

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Amman-Jordan



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Lesson

Introduction

Lesson 1: Introduction to MemoQ

ACTION	Upon completion of this lesson, the student will be able to explain the purposes of using MemoQ and misconceptions about the software.
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows-based computers per the specifications of the programme.
STANDARD	Hands-on with guided instruction and formative assessment

Enabling Learning Objectives

1. Explain the main acronyms and terms used for MemoQ training.
2. Explain misconceptions about the use of MemoQ
3. Explain the purpose of using MemoQ
4. Explain the limitations of MemoQ

Acronyms and terms

ACTION	Explain the main acronyms and terms used for MemoQ training.
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Acronyms and terms

- **Bilingual Table:** A table that can be generated through MemoQ for the use of translators not familiar with MemoQ. Once the translator translates the segments in a Microsoft Word document, the other MemoQ user can import it into MemoQ for further processing.
- **CAT tool:** A programme that is installed in the computer. It helps translators organize their files and offers them help in translating those files through concordance, repetition, quality assurance and the like.
- **Match:** The percentage of similarity detected in the Memory for a given segment. If 100% or 101%, then the match means the translation is exactly the same as entered previously into the Memory for the same text in the original file.
- **Interoperability:** The possibility of using MemoQ sources across CAT tools.
- **Plugin:** An option that allows users of MemoQ to connect with an online database that offers an expansive Memory to be used in the translation.
- **Project:** A project is a category that the user designates for his own work. Under each project, a user would import files that share the same language pair direction and other similar attributes such as client, register or genre.
- **Project Station:** This is the space where all files under a project appear in MemoQ
- **Quality Assurance:** An option in MemoQ that allows users to check for irregularities in numbers, tags and consistency.
- **Source:** For our purposes, a Source is either a Memory or a Termbase.
- **TB:** Termbase used by MemoQ and other CAT tools to store a glossary of terms that the user uses in their own translation.
- **TM:** Every project must have at least one Memory file where all work translated through MemoQ is stored. Memories can be retrieved through MemoQ and can be exported as TMX files for the use of other CAT tools
- **TMX file:** A specific format of Memory file that can be used and exchanged between different CAT tools.

- **Translation Station:** The interface displaying the original text, the view pane, the Memory/Termbase match results and the place where the translated text must be inserted.

Misconceptions about MemoQ

ACTION	Explain misconceptions about the use of MemoQ.
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 2 Misconceptions about MemoQ

- A. A misconception about MemoQ and other computer assisted translation tools is that those tools (known as CAT tools) are equivalent to machine translation. Although MemoQ uses machine translation as an option, it is important to note that it should not be equated with artificial intelligence platforms for translation such as google.
- B. MemoQ is not a free-of-charge programme as it usually costs in the range of US\$600-700 per license. Once you get a license, it is for life. However, you may not be able to upgrade the software to newer versions unless you have a valid yearly support subscription with MemoQ.
- C. The price of MemoQ might be subject to negotiation especially when there is an agreement between your educational institution and Kilgray Inc. the company that owns the programme.
- D. When you run MemoQ for the first time, do not expect it to offer you any automatic translation. It is going to be completely empty of Resources. Users are the ones that can supply the programme with their Resources. For the purpose of this lesson, the word 'resources' refers to Termbases and Memories. Those will be explained in Lesson 1.

- E. You can use resources from friends or colleagues, but reliability is a key issue. Always seek to get highly reliable resources. Reliability of Termbases can be checked, but Memories, on the other hand, are very hard to verify.
- F. If you have your own files translated outside MemoQ, you can import them into the software. This is an advanced process and will be explained in another section.

Purposes of using MemoQ

ACTION	Explain the main purposes of using MemoQ
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 3 Main purposes of using MemoQ

In order for you to understand the main purposes of MemoQ in the ideal conditions, look at this caption from an experimental file that we will use in the next lessons.

أحمد المحمود	العلامة	أوافق بشدة	أوافق	لا أعرف/حيادي	لا أوافق	لا أوافق بشدة
أود تعلم المفردات	٤		أوافق			
أود تعلم القواعد	٣			لا أعرف/حيادي		
أود تعلم الترجمة الحرفية	٥	أوافق بشدة				
أود تعلم الترجمة الحرة	٤		أوافق			
أود التعلم الترجمة القانونية	١					لا أوافق بشدة

الاسم	العلامة	أوافق بشدة	أوافق	لا أعرف/حيادي	لا أوافق	لا أوافق بشدة
أود تعلم المفردات	٥	أوافق بشدة				
أود تعلم القواعد	٤		أوافق			
أود تعلم الترجمة الحرفية	٣			لا أعرف/حيادي		
أود تعلم الترجمة الحرة	٢				لا أوافق	
أود التعلم الترجمة القانونية	١					لا أوافق بشدة

The above example has a table and this usually takes some time to translate because of formatting issues. These are the main features of this table:

1. There are many repeated elements
2. There are numbers in Hindi format
3. Some elements are highlighted in red and yellow
4. The direction of the table is right to left

If you import this file to MemoQ, the software will prompt you to translate only one phrase that is repeated in the document and it will then automatically populate the whole documents with the translation. It will also automatically populate the numbers and convert the Hindi numbers to the Arabic system and will also replace the right-to-left direction into the English left-to-right direction. This will be further explained in Lesson 3.

Learning step 4 Benefits of MemoQ

Here are some of the benefits of using MemoQ:

1. If the file contains repeated elements, then you need to translate each one only once.
2. No need to care for formatting. MemoQ does that for you.
3. Automatic formatting includes highlights, emphasis, hyperlinks and any other type of format.
4. If the file contains numbers, then MemoQ will preserve them in accordance with the Hindi/Arabic writing system as appropriate.
5. Once imported into MemoQ, your file will not be needed any more. You can export it as you wish from MemoQ.
6. Users of other CAT tools can export their Memories and have them imported into MemoQ
7. MemoQ offer options known in Microsoft Word, such as proofreading, find and replace.

8. The find-and-replace option can be used for a group of files under a project, not like Microsoft Office where find-and-replace works in single files only.

Limitations of MemoQ

ACTION	Explain the limitations MemoQ
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 5 Limitations of MemoQ

- A. MemoQ works best with Notepad, HTML, Microsoft Word, Excel and PowerPoint. It does not seem to work well with PDF files.
- B. Autonumbering cannot be translated by MemoQ from Arabic into English or vice-versa.
- C. Sometimes, the preview function does not work properly with some Arabic texts, though this does not affect the performance of the software.

Conclusion

1. MemoQ is a CAT tool. It assists translators in their work and manages their files.
2. MemoQ is useful when translating repeated elements of a document or when your document is similar to one that you translated long time before.
3. MemoQ is useful when dealing with formatted texts.
4. MemoQ has some limitations.



Lesson

Software setup

Lesson 2: Software setup

ACTION	Upon completion of this lesson, the student will be able to set up the MemoQ software on their computer in a professional manner.
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows based computers per the specifications of the programme.
STANDARD	Hands-on with guided instruction and formative assessment

Enabling Learning Objectives

1. Explain the software requirements for setting up MemoQ .
2. Create the folders where MemoQ files should be stored
3. Install MemoQ software correctly
4. Change the default locations of MemoQ folders inside MemoQ

MemoQ software requirements

ACTION	Explain the software requirements for setting up MemoQ
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Compulsory requirements

In order to install and use MemoQ, you need to meet some rudimental system requirements. Those are mentioned by Kilgray and are as follows:

1. MemoQ runs on Windows only. It does not operate on IOS (Apple or Ipad) nor on android-based platforms.
2. The system requirements are:

Operating system	<p>64-bit editions of Windows 7 (with Service Pack 1), Windows 8.1, Windows 10 (Anniversary Update or newer). If you have a 32-bit operating system, read this Microsoft support article.</p> <p>Note: If you run MemoQ under Windows 8.1, you need to install system update KB2919355.</p> <p>Mac support: MemoQ runs on iMac and MacBook computers in a virtual Windows machine (e.g. VMWare Fusion or Parallels).</p>
.NET Framework	<p>Version 4.7.2 or higher</p> <p>Note: Windows 10 installs this version automatically if you keep it up-to-date. If you are running Windows 7 or 8.1, you need to install the latest updates to the .NET Framework. If you are not sure of your version, read this Microsoft support article.</p>
Processor	<p>5 years old maximum; Intel Core i5 or equivalent recommended</p>
Memory	<p>4 GB required; 16 GB or more recommended</p>
Hard disk space	<p>600 MB (this does not include your working data or the .NET Framework). SSD drive recommended.</p>

Screen resolution	1024*768 pixels are required; 1920*1080 pixels are recommended.
Other software	Microsoft Office is not required to work with Office files. Microsoft Office 2013 and newer are supported.

Source: <https://helpcenter.MemoQ.com/hc/en-us/articles/360010269960-2-System-requirements>

Learning step 2 Recommended requirements

Professional practice in the field shows that users of MemoQ often have concerns about speed or processing and backup. In order to make the best of use of the software, we strongly recommend the following specifications of your computer:

1. Windows 10 enabled
2. Intel i7 processor not less than the 9th generation
3. A minimum of GB8.00 cache Memory
4. An SSD drive plus hard disk partitions on the same computer (that is D, E, F, etc.)
5. Storage capacity should be high not less than one Terabyte.
6. The screen should be wide if possible, for easier use of the software.

Create MemoQ folders

ACTION	Create the folders where MemoQ files should be stored
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 3. MemoQ files location

When MemoQ is installed, it will create several folders in pre-determined locations. Those folders relate to where Memories, Termbases and projects are stored. Professional practice suggests that since translators often wish to get easy copies of backup files of MemoQ, it is important to change those default locations. It is highly recommended to store MemoQ folders on any partition other than the one where Windows is installed. In this way, if you have to format and reinstall the Windows system, the MemoQ folders will not be affected. Besides, having all your MemoQ folders in one place enables you to easily copy them into our flash drive or any other backup storage device.

Assuming that you have a partition called D on your computer's storage device (other than C where Windows is installed), follow the steps below.

Note: If you wish to stick to the default configuration of locations as defined by MemoQ, you can skip the following steps and move to Lesson 3.

Learning step 4. MemoQ files location

1. Go to your D partition and create an empty folder. Rename it as MemoQ Stuff. You can give it any other descriptive name as you feel appropriate.
2. Open MemoQ Stuff folder.
3. Inside the MemoQ Stuff folder, create three folders and name them as:
 - A. MemoQ Projects
 - B. MemoQ Memories
 - C. MemoQ Termbases

After you are done, you can move to the next steps of installation.

Install MemoQ

ACTION	Install MemoQ software correctly
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 5. Install the software

The first thing you need to do is to buy a license from Kilgray. After you get your license, download the latest version of the software and double click it to start the installation.

Learning step 6. Location of the MemoQ installation folder

The default location of MemoQ installation folder will be in partition C: under the Programme Files group. During the installation process, the programme will prompt you to decide on where the installation files will be written. We highly recommend that you change it to other partition that C: where Windows is installed. This will relieve you from pain, should you decide subsequently to format your system and reinstall it on the computer. Complete the setup process and after you are done, you can move to the next steps.

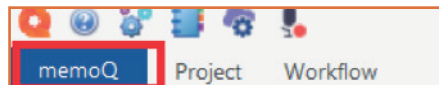
Change default locations

ACTION	Change the default locations of MemoQ folders inside MemoQ
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

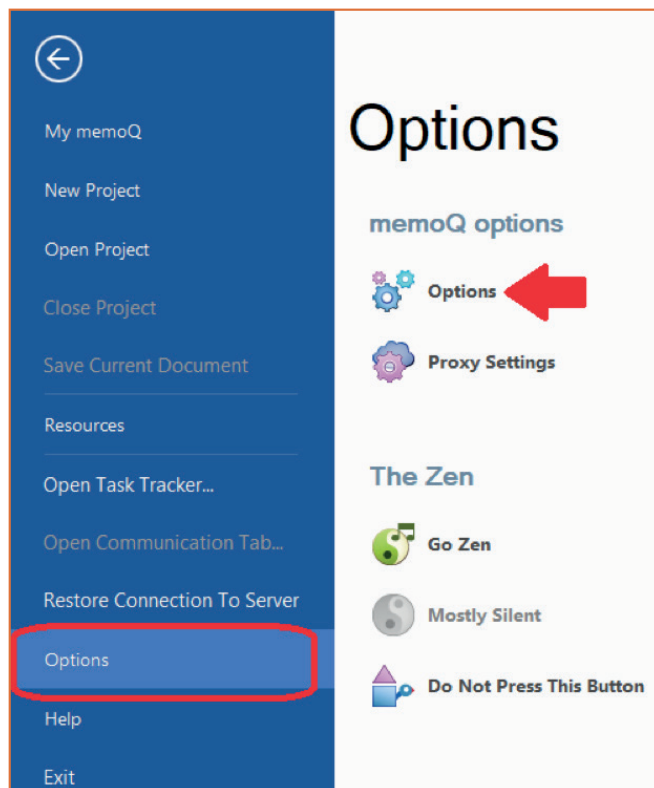
Learning step 7 Changing the location of folders on your computer storage device

In order to ensure that all of your files connected with MemoQ are accessible for more efficient backup, we recommend you change the default location of folders inside MemoQ. This step is optional but is highly recommended. For the purposes of this tutorial, we assume that you are going to create the folders on partition D:

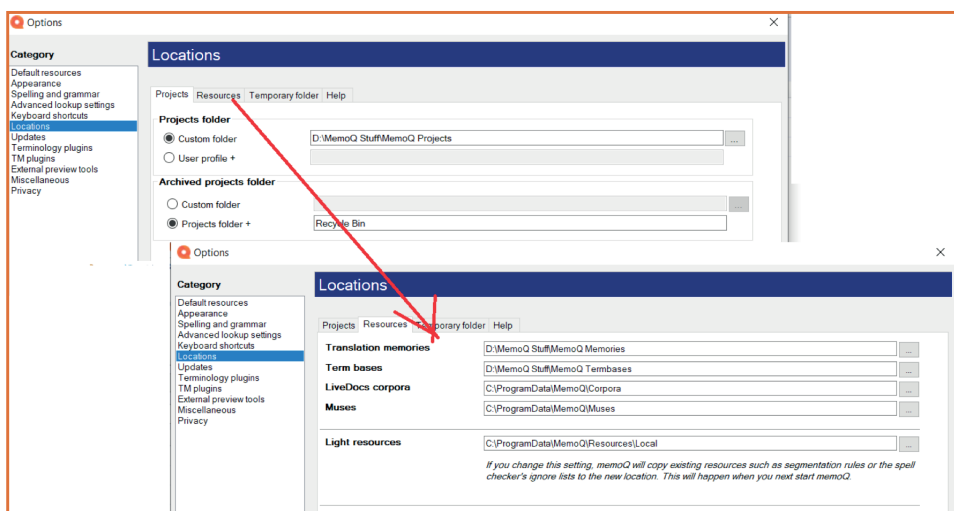
1. Open MemoQ software
2. On the menu bar at the upper left of the programme, click MemoQ



3. Click Options then again on the right menu click Options



4. The Options window will appear. Click Locations



5. Change the paths under Projects tab and Resources tabs as follows:

- Projects Folder → D:\MemoQ Stuff\MemoQ Projects
- In Resources Tab, do the following changes:
 - Translation Memories → D:\MemoQ Stuff\MemoQ Projects
 - Term bases → D:\MemoQ Stuff\MemoQ Projects
 - Click Apply then Ok

The software is now ready to use.

Caution 1: If you have already installed the software and used it in translating your files, it is advisable not to tamper with the file locations any more. Otherwise, you may run into several problems.

Caution 2: Tampering with any file in the MemoQ folders may severely damage the programme and make it ineffective.



CONCLUSION

1. MemoQ requires some technical specifications. Some of them are obligatory; others are dictated by professional practice.
2. MemoQ stores its files on predefined locations. You can keep them as they are, but professional practice dictates that you change those default locations.
3. Once you have used MemoQ in translating your files, you must not tamper with the locations any more.



3 Lesson

Create your first Project
in MemoQ



Lesson 3: Create your first project in MemoQ

ACTION	Upon completion of this lesson, the student will be able to create a Project file in MemoQ
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows based computers per the specifications of the programme.
STANDARD	Hands-on with guided instruction and formative assessment



Enabling Learning Objectives

1. Explain the basic concepts of Project, Memory and Termbase
2. Create a complete project through MemoQ using a Microsoft Word File

Basic concepts of Project, Memory and Termbase

ACTION	Explain the basic concepts of Project, Memory and Termbase
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 What is a Project

1. To start translating a file through MemoQ, you will need to create a project.
A project is a heading that tells MemoQ several things to consider. Those include the file or files that you are translating, their language pair and

direction (Arabic into English or English into Arabic), the Memory/Memories it uses and the Termbase(s) it employs.

Think about it! You have a client whose files share a common feature. Let us say they all have to do with auditing reports, which dictate on you to use specific phrases and terminology. You can create a Project to include all files of your client, or alternatively such a Project can include all files on auditing reports from different clients. It is totally your decision, and you can choose whatever is appropriate for you.

Sometimes, you designate a project for general translation vs specialized translation. At other times, you may wish to dedicate a Project for work coming from a confidential client and you do not want it to be mixed with the work of other clients.

2. When MemoQ processes any file on your Project, it needs to store it in a file called Memory. This Memory file is compulsory and you cannot translate any Project without a Memory. What happens is that when you translate a file similar to one already translated and stored in the Memory file, MemoQ will prompt you with similarities and ease your work. In this way, you are consistent among files of similar contents.
3. The Termbase is optional but professional translators use it extensively at work. We will explain in a separate section how to use Termbases. Suffice it here to know that a Termbase contains a glossary of the words, terms, phrases, names and expressions that you frequently use throughout the documents at hand.
4. Both the Memory and Termbase files have to be filled by you from scratch. If you have a friend with reliable Memories and Termbases, you can of course use them in MemoQ, but this will be explained in another section.
5. You can assign more than one Memory and Termbase to a single Project.
6. You may already have files translated on your computer and wish to feed them into MemoQ system. You can do that. We will explain this in another section.

Create a complete project

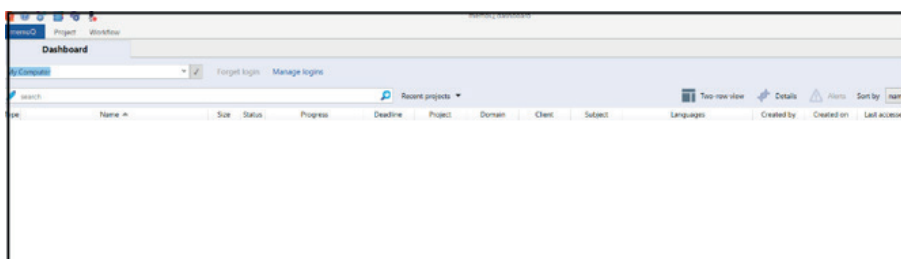
ACTION	Create a complete project through MemoQ using a Microsoft Word File
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 2 Create your first Project

In this section, we will create our first project. We will use a Microsoft Word File with the language direction Arabic into English. The file is named Trial 1.docx and can be found here: [LINK](#)

Caution: We highly recommend that you do not start your MemoQ training on real-world files of your clients. Mistakes can happen because of insufficient information about MemoQ and may result in your inability to produce a MemoQ based translation of the requested file. After you get a good hands-on the software, you can start using it with real files.

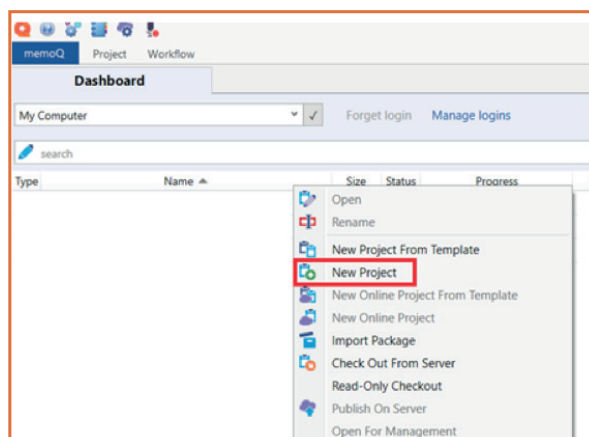
1. Open MemoQ Software. You will see an empty space, which we will call for our training purposes the Projects Station.



As you can see, it is empty, waiting for us to create our new Project.

Note: A friend of yours might have a project and asks you to use it on your system. In this case, you need to register it in your MemoQ. We will explain how you can do that in another section.

2. Prepare your Microsoft File by placing it anywhere on your computer. We suggest you create a separate folder on your computer (anywhere) and name it for example My Translation Works. Drop the Trial 1 Docx file there.
3. On the Projects Station, right click your mouse. Then click New Project.

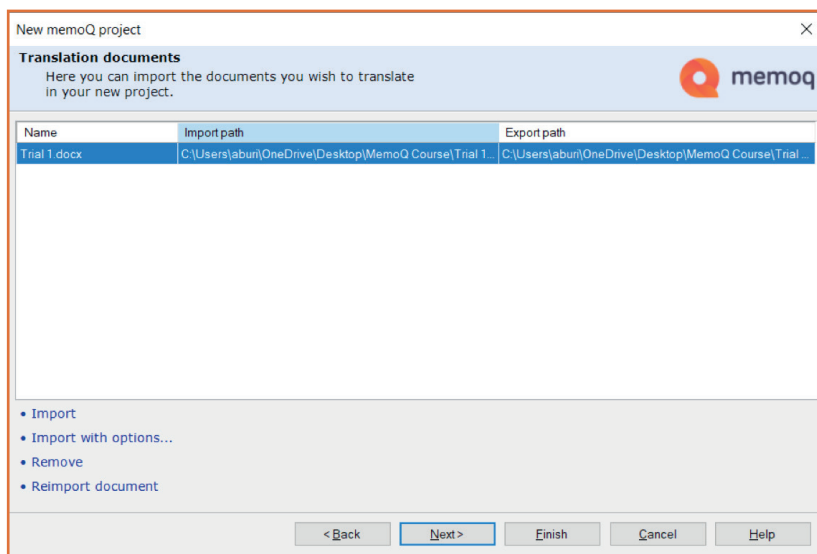


4. Now, the software will ask you to provide you with some details about the project. It will ask you to name the Project, link it up to a Memory and define a Termbase, which is optional. For our purposes, we will name the Project as: General Translation from Arabic into English. We will choose the language pair Arabic (Jordan) and English (United States). In real world, you can name the Project according to the type of work you are doing (such as accounting, medical, legal etc.) or the name of your client or any other name you fancy.

 A screenshot of the 'New memoQ project' dialog box. The title bar says 'New memoQ project'. The main section is titled 'Project information' with a subtitle 'Here you can specify the new project's properties: name, source and target language, etc.'. The 'Name' field contains 'General Translation from Arabic into English'. Below it is a checkbox 'Store job details in Language Terminal'. The 'Source language' dropdown is set to 'Arabic (Jordan)' and the 'Target language' dropdown is set to 'English (United States)'. There are input fields for 'Project', 'Client', 'Domain', and 'Subject'. An information icon with the text 'How should I use these fields?' is present. The 'Description' field is empty. The 'Project directory' field contains 'E:\MemoQ Laptop\General Translation from Arabic into English'. The 'Created by' field contains 'abun' and the 'Created at' field contains 'Sunday, August 8, 2021'. The 'Deadline' field has a date picker set to '8/ 8/2021 12:45 PM'. At the bottom, there are checkboxes for 'Record version history for translation documents' (checked) and 'Connect to a content source' (unchecked). Navigation buttons at the bottom include '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'.

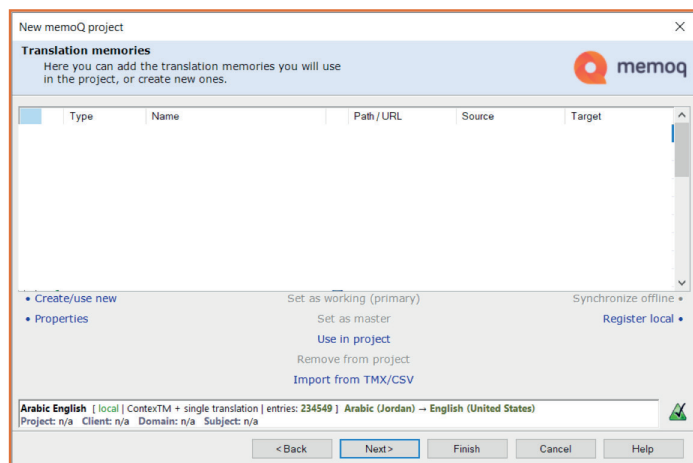
Caution: Once you assign the language pair and direction, you cannot change them! So, it is imperative that throughout your work on MemoQ, you always stick to a specific language pair. Following the above example, we will stick to Arabic (Jordan) and English (United States) as our default language pair. It is important to notice as well that you CANNOT use a Project based on Arabic (Lebanon) for example to translate a file using a Memory based on Arabic (Jordan).

5. Click Next. Note: You can at any time click Finish, provided that you complete the process later on. We recommend, however, that you follow a systematic approach to your work. Pressing Next and following the prompt are what we recommend here.
6. You will be prompted now to insert your file which you want to translate in this project. You can enter one file or multiple files at the same time. Click Import then browse to your Trial 1 file and import it to the project then click Next.

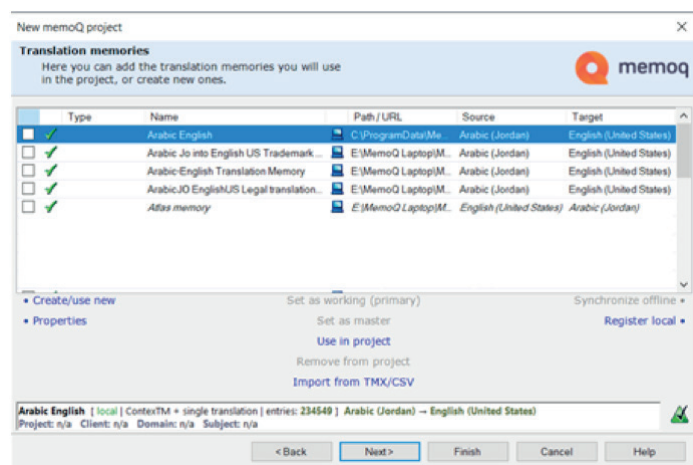


7. If you have imported the wrong file by accident, you can choose to Remove it by clicking Remove.

8. The programme will prompt you to choose an already available Memory or create a New one. Since this is your first time of using MemoQ, the station is empty as in the following caption.



9. Look now at the following alternative screenshot from a translator who already has several Memories. In this case, the translator would tick the Memory suitable for him or create a new one. Notice that the programme is telling us about Memories that we cannot use in this Project. They are italicized. This is because the non-italicized Memories are in the language pair of Arabic (Jordan) → English (United States). However, the italicized Memories, as indicated by the right column of the screen are in the direction of English (United States) into Arabic (Jordan).



10. Since we assume that you do not have yet any Memory, click Create/use new. The following will prompt you on the screen to enter a name for the Memory. Do not change any other thing in the options. For our purposes, change “My translation Memory” into “Trial Arabic into English Memory”. Then click Ok.

New translation memory

Location

Local resource on this computer

General Custom fields

Translation memory properties

Name My translation memory

Source language Arabic (Jordan) Target language English (United States)

Path E:\MemoQ Laptop\MemoQ Memories\MemoQ\My translation memory

Context

☐ No context

☒ Simple context

☐ Double context

Record of origin

☒ Store document name

☐ Store full path

Optimization

More fuzzy hits

Choose whether you wish to optimize this TM for better recall or faster lookup

Faster lookup

Behavior

☐ Allow multiple translations

☒ Allow reverse lookup

☐ Read-only

Meta-information

Project Client

Domain Subject

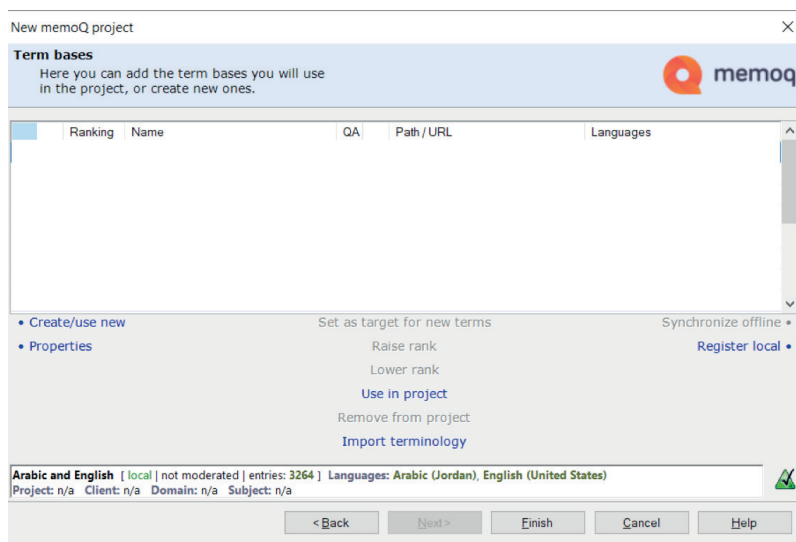
Description

Created by aburi

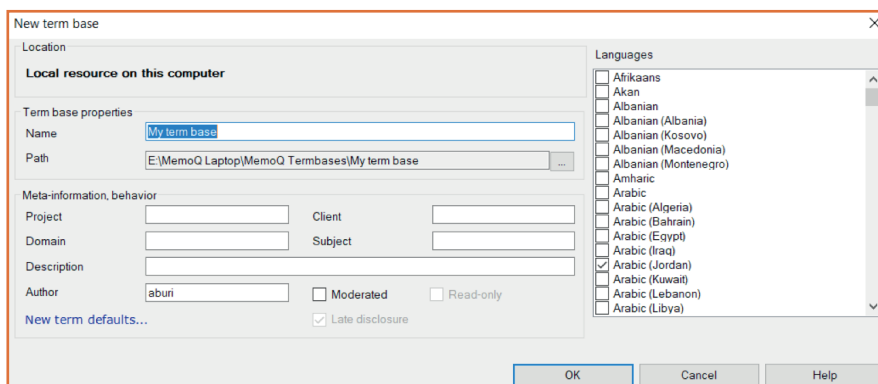
OK Cancel Help

11. Click Next.
12. The programme now requests you to use/create a Termbase. Since you do not have one, create a new Termbase. The Termbase can be used both in Arabic (Jordan)-English (United States) and English (United States)-Arabic (Jordan) directions. This is of course different from Memories, which must adhere to one language direction only.

Notice: In our further discussions in this training, we will explain to you how you can use a Memory written in the direction of English (United States) into Arabic in a Project that is designed in the other direction. This will be explained in another section.



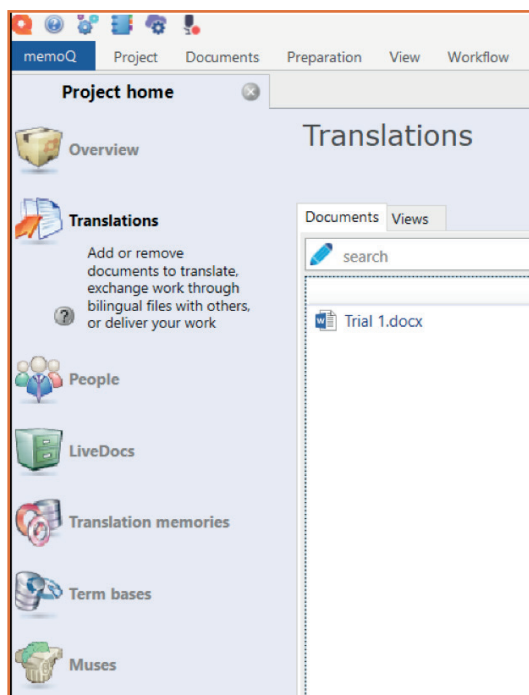
Notice: There is an option at the right bottom called Register Local. This is very helpful if a friend gives you his own Termbase. You can import it to MemoQ through this option. Caution: Do not do this right now. We will explain in details how to do that in another section. If you do it on your own, you might run into errors.



13. Click Create/use new
14. Rename your Termbase. For our purposes in this training, please rename it into Trial Termbase. Note: You do not really need to specify in the name of the Termbase the language direction, because it is already bidirectional. You can use it later on for all future Projects which share the same language pairs of the Termbase.
15. Click Ok
16. Click Finish

Note: We do not recommend renaming your Memory or Termbase. You can do so, however, if you Right-Click the Source then rename it through Properties option.

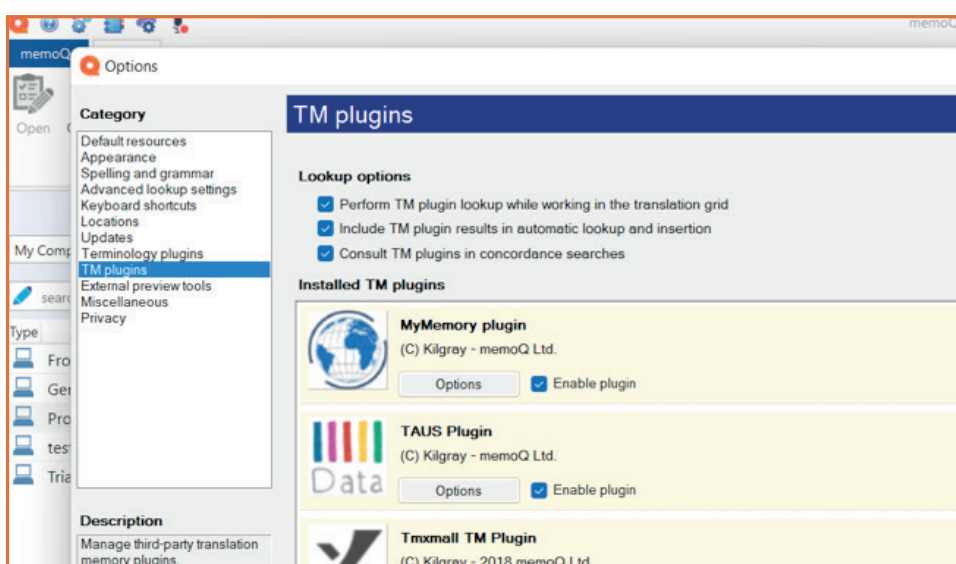
With this, you have created your first Project and are ready to start translating it through MemoQ. In our ensuing sections, we will discuss how to translate the file, using the Memory and Termbase.



Learning step 3 Connect the tool with MemoQ plugin

If you need to use MemoQ memory plugin to get results in the translation grid, you need to connect the tool with the plugin:

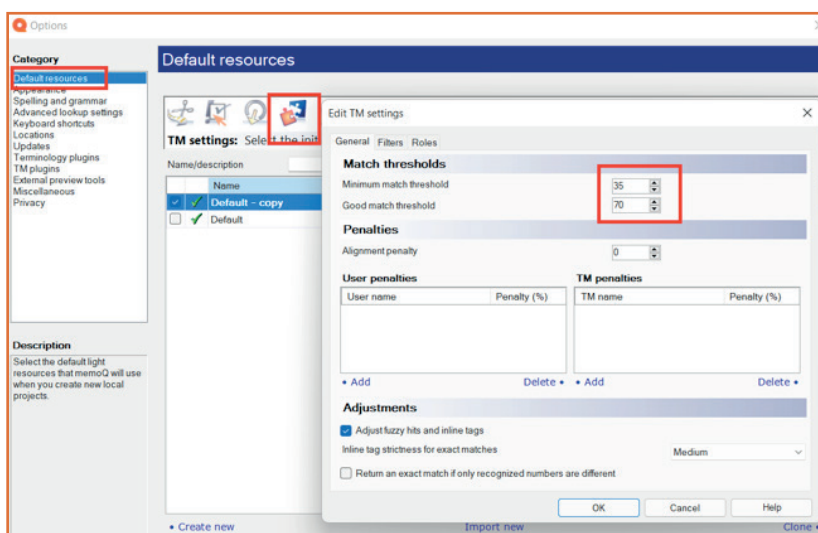
1. Click the tool's settings (the gear icon)
2. Tick the MyMemory login to enable it.
3. Tick the three lookup options above it.



Learning step 4 Getting results from memory

By default, the tool is set to retrieve data from the memory if the match is 90%. You will need to lower it to get more results.

1. Click the gear icon. Then, Click TM Settings under the Default resources tab.
2. Double click the Default file then accept copying it into Default-Copy
3. Double click the Default-Copy (You can rename it if you like)
4. Change the minimum/good match thresholds to 35 and 65, respectively.



Conclusion

1. In order to translate any file, you need to import it to MemoQ under a Project.
2. A Project must at minimum include a Memory and will never function without a Memory.
3. A Termbase is useful and can be added, but from a systematic perspective, it is optional.
4. The file(s) in the Project, the Memory and the Termbase must have the same language pairs and directionality.
5. Notwithstanding item (4) above, a Termbase can be used on both language directions.



4 Lesson

Translate your first file
in MemoQ



Lesson 4: Translate your first file in MemoQ

ACTION	Upon completion of this lesson, the student will be able to translate a file in MemoQ and export it to a final product.
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows based computers per the specifications of the programme.
STANDARD	Hands-on with guided instruction and formative assessment



Enabling Learning Objectives

1. Explain what can be seen in the interface of the programme in the translation mode.
2. Populate numbers-only segments
3. Confirm a segment in Memory
4. Handling tags
5. Export a translated file
6. Starting over with another file under the same Project

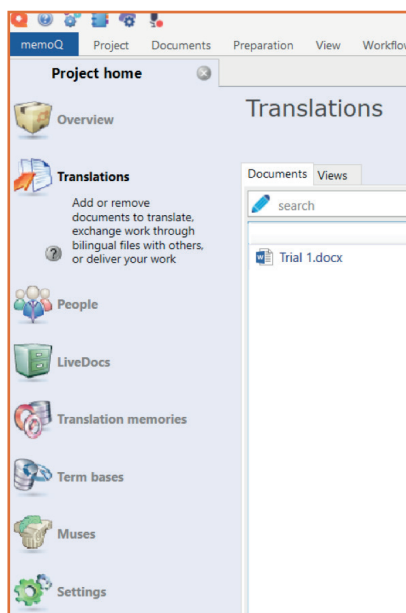
MemoQ interface

ACTION	Explain what can be seen in the interface of the programme in the translation mode.
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

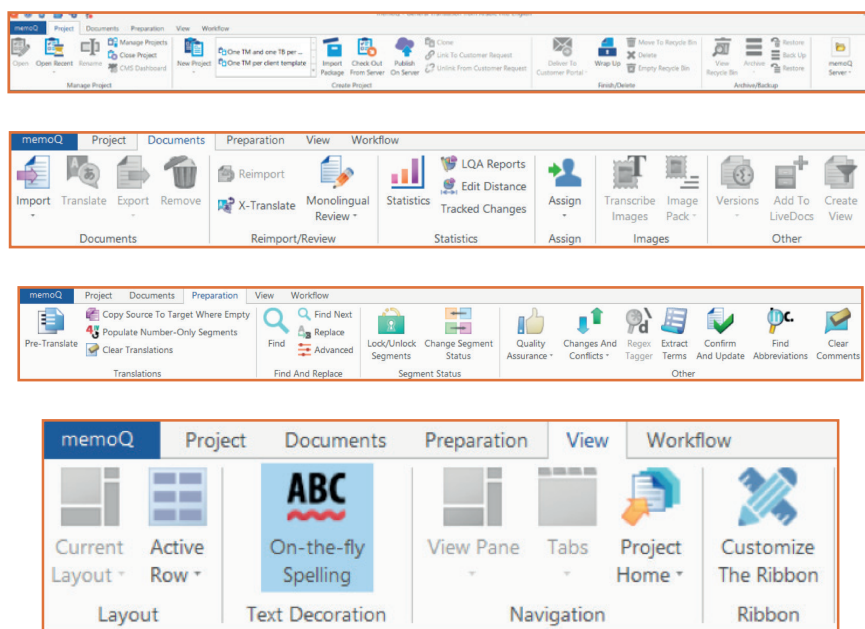
Learning step 1 Project settings and file menus

Now, it is time we start translating the document, but before that, have a look at the options that you can see in the menu as well as the left-side of the screen.

1. **Left-Side Options:** These are options that allow you to configure certain settings for the Project. Translations gets you into the Translation Station where you will see the file/files that you have imported into the Project. People is not something that would you use, unless you are collaborating with other translators or reviewers on the same Project. LiveDocs is an advanced option that works when you have a very large Memory or when you need to align original texts and translation prepared outside MemoQ. Translation Memories allows you to change the Memories you are working on in this Project. Termbases lists the Termbase(s) that you are using in the Project and allows you to change them. Muses is an advanced option that allows you to use large Memories as a source for 'guessing' the meaning of words or phrases in a new document. Settings is an advanced option that allows you to make some changes to how Memory retrieves information in addition to other functions that are of little relevance to your learning at this operator level.

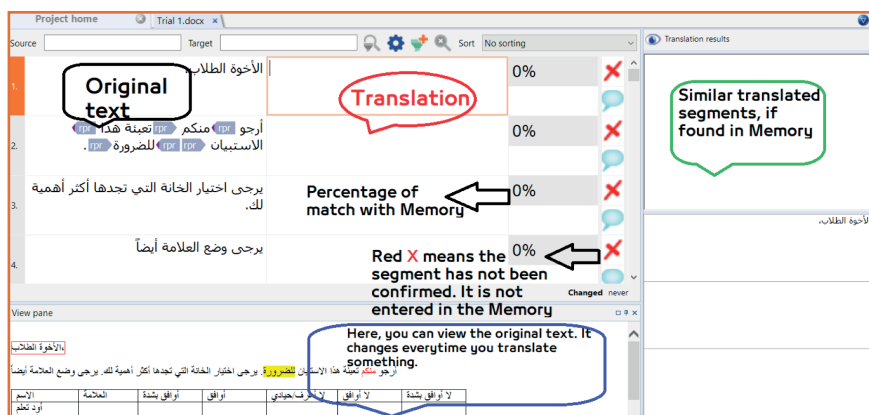


2. The Menu provides you with a lot of icons, each having an important function. However, not all of them will be necessary in your basic operational work. We will discuss them in details in other sections.



Learning step 2 Translation station

Double-click the file Trial 1. More options will appear on the Menu, but do not worry about them right now. We will explain each of them separately. You will see something like the caption below:



Populate numbers-only segments

ACTION	Populate numbers-only segments
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 3 Populating numbers-only segments in a document

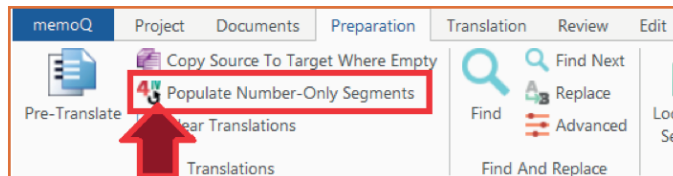
1. In real world, you may have documents full of tables and full of numbers. Maintaining numbers in translation is challenging for translators. Any mistake may cause inconvenience to you and to your client so we need to ensure that our work is free of number-related issues. This is also relevant to Arabic translation where numbers have to be changed from the Arabic system into the Hindi system and vice-versa. There are two steps to ensure accuracy, one is discussed here under the term 'number-only segment population'. The other one relates to Quality Assurance, which is discussed in another section.

The screenshot shows the memoQ software interface. The top menu bar includes 'memoQ', 'Project', 'Documents', 'Preparation', 'Translation', 'Review', 'Edit', 'View', 'Workflow', and 'Quick Access'. The 'Preparation' menu is open, showing options like 'Copy Source To Target Where Empty', 'Populate Number-Only Segments', 'Find', 'Replace', 'Find Next', 'Find And Replace', 'Lock/Unlock', 'Change Segment', 'Segment Status', 'Quality Assurance', 'Changes And Conflicts', 'Regex', 'Extract', 'Terms', and 'Conflicts'. The main window displays a list of segments with Arabic text and a progress bar showing 0% completion. The 'View pane' at the bottom shows a table of segments with columns for 'Segment', 'Source', 'Target', and 'Status'.

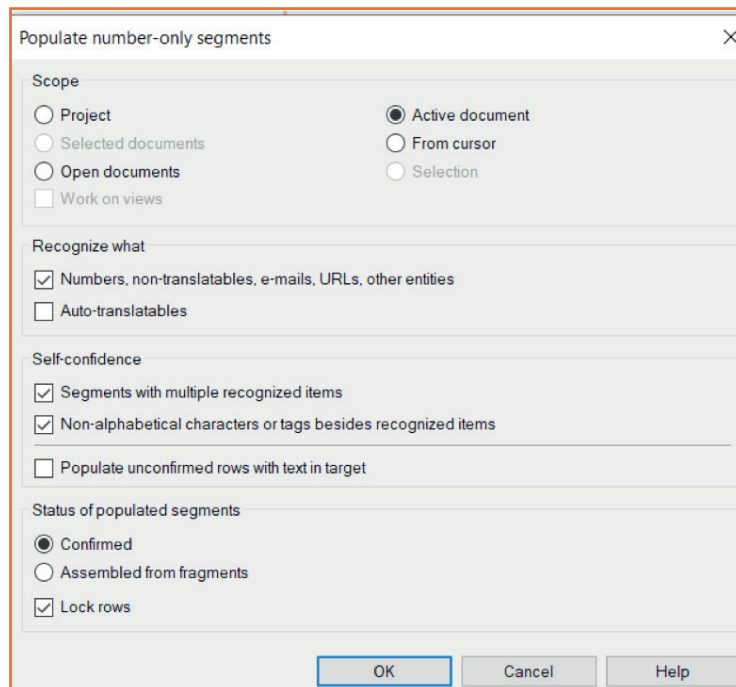
Segment	Source	Target	Status
1	أرجو منكم تعبئة هذا الاستبيان للضرورة.		0%
2	يرجى اختيار الخانة التي تجددها أكثر أهمية لك.		0%
3	يرجى وضع العلامة أيضاً		0%
4			

In the Trial 1 file that we are working on, you can see that it has segments containing words or phrases, but others containing only numbers. We will now ask MemoQ to copy the numbers from the original file into the translation, automatically. That is to say we are asking MemoQ to ‘populate number-only segments’.

2. On the Menu, click Preparation then click Populate Number-Only Segments



3. A window will pop up with many options. Do not tamper with the options; just click Ok.



4. Check the translation station now by scrolling down to number-only segments and you will see how they are populated with the numbers.

4 4	0%	
أوافق	0%	
أود تعلم القواعد	0%	
3 3	0%	

Changed never

Notice: Do not worry how the number may appear. If you are translating from English into Arabic, the final product will display the numbers in the Hindi system, and vice versa.

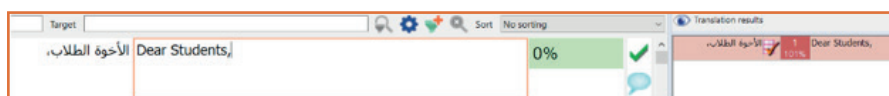
Confirm a segment in memory

ACTION	Confirm a segment in Memory
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 4 Translating a segment

1. Translate the first segment which reads 'الأخوة الطلاب' into 'Dear Students,' by left-clicking it then writing the translation there.
2. After you finish the translation of the segment, we need MemoQ to store this segment into the Memory. This is what MemoQ is originally for! It stores your translation in a Memory and it tries to find for you any similarities or matches when you translate new documents.

3. In order to confirm a translation, you need to click CTRL+ENTER. Notice: If you move from one segment to another by using the arrows on your keyboard, the segments will NOT be stored in the Memory.
4. Now, having confirmed your translation, you will see a green tick beside the segment, meaning that it has been correctly written into the Memory.




Notice that the right-pane shows the result with a percentage of 100%. This means that the segment is now stored in the Memory, and it also means that whenever you have a file that reads 'الأخوة الطلاب', the Memory already has a 100% match of the translation. If you have, otherwise, a file that reads something like 'الأخوة المسافرين' then the Memory-pane will show you a less percentage, meaning that there are similarities but exact matches. These match statistics will help you a lot in your work with MemoQ.

Handling tags

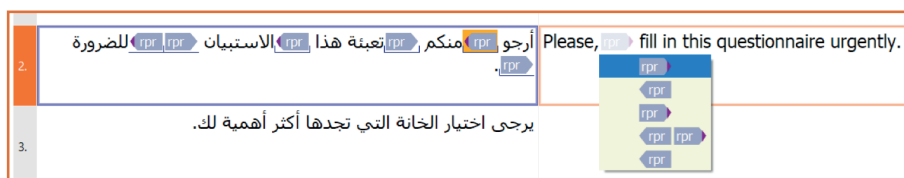
ACTION	Handling tags
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 4 What are tags?

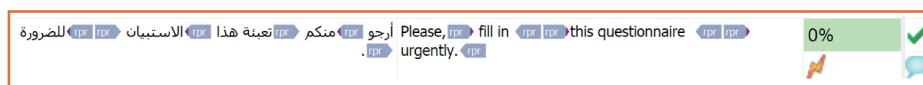
Very often you will see segments that have strange shaped drawings, like this one . Those are called tags. MemoQ uses codes to understand the format of a document that you are translating. For that reason, it is imperative to maintain those tags as is in the translated segments. You have to keep them in the translated segments in the same order, should there be more than one. If you do not include the tags in your translation in the right order, you may end up by being unable to get the final translation file or can be prompted for an error.

Learning step 5 Entering tags in the translated segments

1. In the Trial 1 file already open through MemoQ, go to the first segment that contains the tags. Translate normally then place the tags in the correct places corresponding to the Arabic version. You can do that by pressing CTRL. This will show you a list of the tags that are present. Click the ones that are suitable in the right place. Then press CTRL+ENTER to confirm the translation.



After you finish, you should get the following result:



2. If you make a mistake, do not worry. You can still go to the segment that you want and make any changes, but do not forget to press CTRL+ENTER to confirm the changes.

Exporting a translated file

ACTION	Exporting a translated file
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

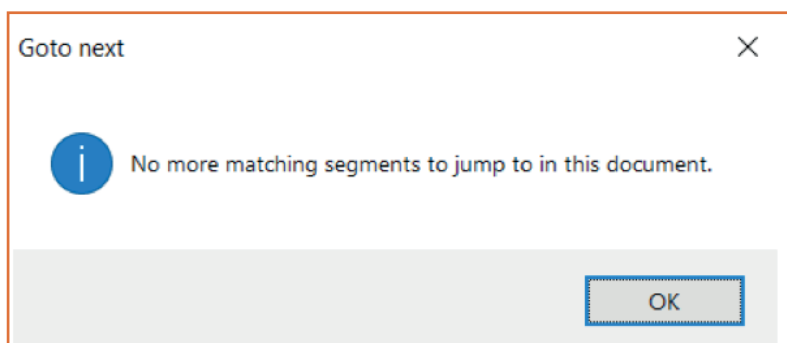
Learning step 5 Preparing your file

1. Continue translating the entire file. You will notice that MemoQ will populate all segments that have a 100% match. This means that once you translate then CTRL+ENTER confirm the phrase "اتفق بشدة" into "Strongly agree",

the software will automatically fill in all exact segments with the same translation.

2. Since some of the utterances in the Trial 1 document are similar, MemoQ will offer translation based on the match with previous segments. Those will record a match of something like 79% or 85% etc. You need to carefully review each segment given to you with a match less than 100% and amend as appropriate.

When all segments are populated, you will get a notification:

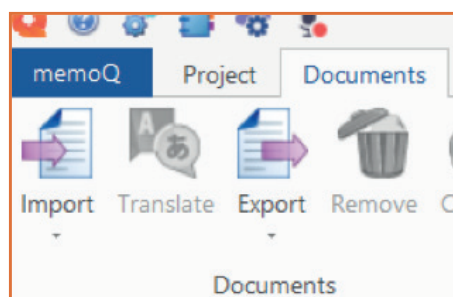


3. Mistakes can happen as a translator may wrongly confirm a segment with a match of less than 100%. We will guide you through the correction techniques in another section.

Learning step 6 Export your file

Having finished populating the segments, you are not good to go and export the file into a final DOCX translated document.

1. From the Menu, click Documents.
2. Click Export
3. If the file does not contain any errors, the final product will be saved on your computer carrying the same name of the original file plus an affix indicating the language pair involved.



4. The final product (the translated file) will be opened afterwards.

Please, **fill in** this questionnaire **urgently**. Please, tick wherever appropriate. Indicate the score as well.

Name	Score	Strongly agree	Agree	I don't know/neutral	Disagree	Strongly disagree
I wish to learn vocabulary						
I wish to learn grammar						
I wish to learn literal translation						
I wish to learn free translation						
I wish to learn legal translation						

We have got the following responses

Ahmad Al Hamoud	Score	Strongly agree	Agree	I don't know/neutral	Disagree	Strongly disagree
I wish to learn vocabulary	4		Agree			
I wish to learn grammar	3			I don't know/neutral		
I wish to learn literal translation	5	Strongly agree				
I wish to learn free translation	4		Agree			
I wish to learn legal translation	1					Strongly disagree

Name	Score	Strongly	Agree	I don't	Disagree	Strongly
------	-------	----------	-------	---------	----------	----------

Now, you are ready to translate any files you wish. Practice more to gain more hands-on, and if you face any errors, you should consult with the instructor. We do expect that you may run into errors due to mistakes that beginners usually make.

Starting over with another file under same project

ACTION	Starting over with another file under the same Project
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 7 Importing a new file

With your first Project established, you do not need to follow the same steps from scratch to import another file. In order to import another file and work on it under the same Project, all you need to do is to follow the following steps:

1. Open MemoQ
2. Open the General English into Arabic Project
3. Right-click to import the new file OR drag and drop the file into the Project Station.
4. You do not need to create a Memory or Termbase. They have already been created for your Projects.
5. Follow the remaining translation steps then export your file.



Conclusion

1. A file needs to be imported into a Project for translation.
2. When you have number-only segment, you can ask MemoQ to populate the numbers automatically.
3. Whenever you translate anything in the file, you need to confirm it into the Memory by pressing CTRL-ENTER.
4. Tags are very important and must be preserved in translation.
5. MemoQ tries to look for closes match to what you translate.
6. When you import another file under the same Project, you will not need to create a Memory or a Termbase for it.



5 Lesson

Build up your termbase

Lesson 5: Build up your termbase

ACTION	Upon completion of this lesson, the student will be able to build up a termbase professionally.
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows based computers per the specifications of the programme.
STANDARD	Hands-on with guided instruction and formative assessment

Enabling Learning Objectives

1. Explain the difference between a Termbase and a dictionary
2. Store entries in a Termbase
3. Export a Termbase

Termbase vs dictionary

ACTION	Explain the difference between a Termbase and a dictionary
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Termbase vs Dictionary

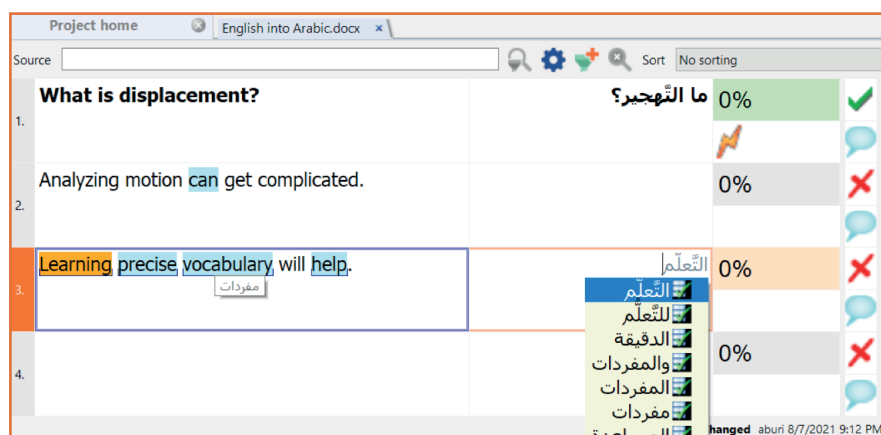
A dictionary is a reference book whether printed or electronic and you check it to find the meaning of a word, phrase or an idiom. A Termbase (TB) can have this function, of course, but the way you store information in a TB and the functions it provides are what makes it differ from a dictionary. A TB is a file incorporated

in your Project and you store in it whatever you need between the languages you are working with. The purpose of that is to release you from the pressure of having to check external resources to check on the meaning of words or phrases that you have already translated in previous documents. Here are some of the uses of a TB:

1. TB suggests to you the words/phrases you need once you press the first letter of the target word.
2. TB helps in making your work across documents consistent as it tells you how you translated that in the past.
3. It is not necessary that a TB should store new words or difficult expressions. The key to your success with a TB is to store in it the most frequently used words and expressions.

Learning step 2 What is a TB?

A TB is a file associated with your project. When you are translating a document, and once you press the first letter in the target language stored in a TB, the TB would complete the word for you automatically. You can also click inside any segment and press CTRL, upon which a list of stored entries will pop out. If you hover over a highlighted word in the source segment, a suggestion will be given to you. Once you press the first letter of the suggested word, the TB would automatically suggest to you how it should be completed. If you agree, you need just to press ENTER.



Learning step 3 Format of entries in a TB

Let us take 'إجابات' as an example. In a dictionary, you would probably see it paraphrased with explanations and probably with alternatives all put together. This serves your understanding, but if you follow the same login in TB, you may not achieve the same results. A lexical entry would usually look like:

- Act or instance of complying	إِجَابَةٌ : - رَدٌّ، جَوَابٌ
- Act of replying or what is replied	
- The noun gerund of ve...	
- Act or instance of complying	إِجَابَةٌ : - تَلَبُّيَّةٌ
- Agreement to do or have something	
- Act of replying or wha...	
- Put something into practice	إِجَابَةٌ : - رَدٌّ
- Act or instance of complying	

Source: www.shorturl.at/egqJT

For illustration, we have stored the first entry into a TB, then used a file that contained the word إجابة. Afterwards, we pressed CTRL in the appropriate segment to get help from the TB regarding the translation of the word. See how it looks like now after pressing CTRL:

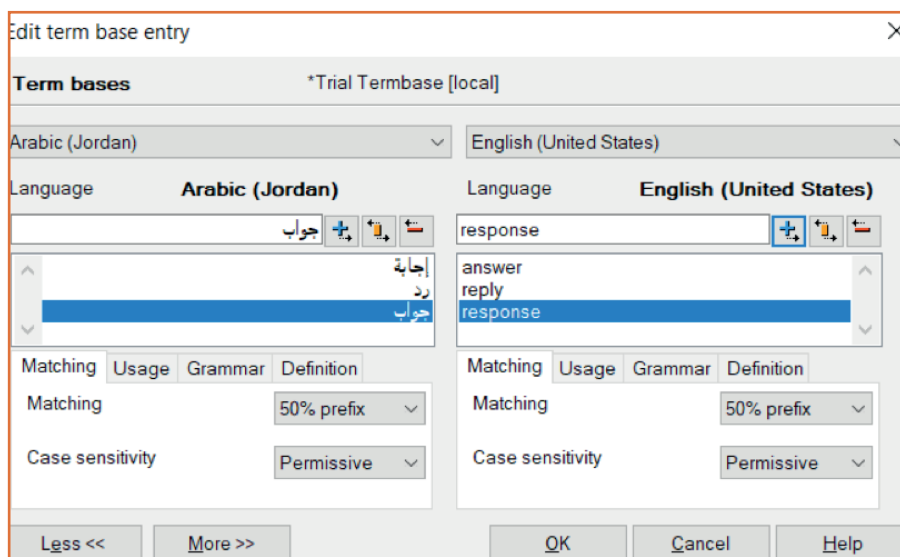
إجابة	- Act or instance of complying -- Act of replying or what is replied -- The noun gerund of verb to reply
🇩🇪	- Act or instance of complying -- Act of replying or wha ...

This is how it looks like after confirming the suggestion by pressing ENTER.

إجابة	- Act or instance of complying -- Act of replying or what is replied -- The noun gerund of verb to reply
-------	--

In fact, the optimum result should simply look like 'response' or 'answer', something that helps you in expedient typing. To have all of those alternatives

is not going to help you in translation because the TB entry is supposed to be something that can be directly written without amendment in the target text. In a TB, every entry must have one choice only in the target language. Assuming that you have the words 'إجابة', 'رد', 'جواب' which you want to save as equivalent to 'response' 'answer' 'reply', then you need to enter them in a matrix, rather than as one individual entry. See how it should look like in a TB:

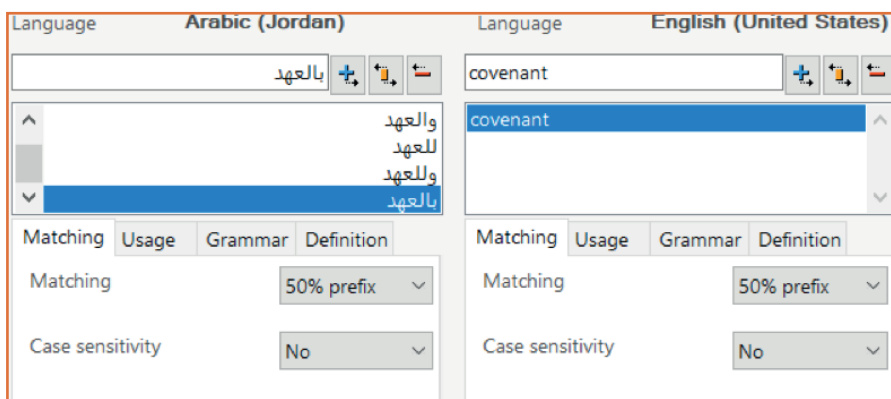


Learning step 3 Issues specific to Arabic TBs

English conjunctions, subordinators and prepositions come separately from those words they modify. This is not the case in Arabic, where those parts of speech mostly come adjacent to the words they modify. This causes a problem for us when storing them in TB. Look at the following example:

العهد
للعهد
وبالعهد
وللعهد

While the noun is the same in all of those examples, and although their translation may not differ, each one is treated in TB as a separate individual word of its own. For that reason, we encourage you to store them in a matrix.



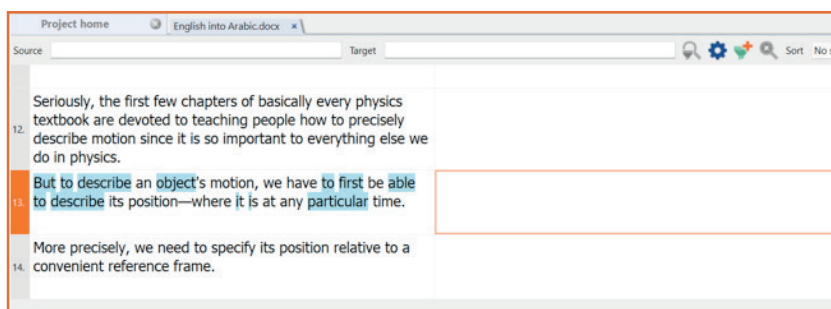
Store entries in a termbase

ACTION	Store terms in the termbase
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Store terms in the translation file

You can store new terms in the termbase through the active document file that you are translating. First of all, you need to have a project. Open the project, then open a document in that project. Remember to make sure that the project is linked up to a termbase.

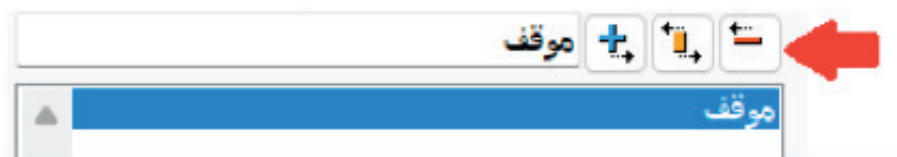
1. If you have already terms stored in the termbase, MemoQ will figure out which words or phrases are stored in the termbase and will highlight them.



2. In an opened document, **highlight** any term that you wish to add to the termbase. Then, click **CTRL+E**.
3. A window will pop up, prompting you to enter the equivalent in the other language.

4. Type the equivalent word or phrase, then click the plus sign

5. If you want to add more equivalents in the target language, you can write whatever you want in the blank box, then click the plus sign.
6. If you want to delete an entry, highlight it then click the minus sign.



Learning step 2 Insert a list of terms in bulk.

It could be time-consuming to insert terms one by one. You can insert a list of terms in bulk through the following steps:

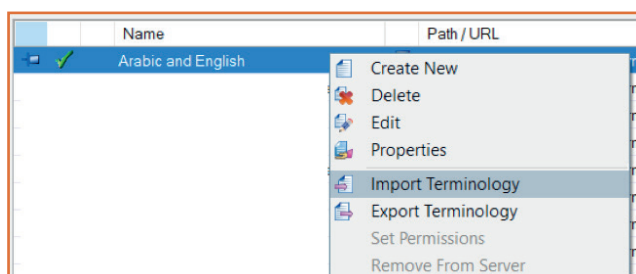
1. Open an excel sheet.
2. On top of the first column, write the title of the source language, example: English (United States).
3. On top of the second column, write the title of the target language, example: Arabic (Jordan).
4. Under the source language column, write the words or phrases you need to insert.
5. Under the target language column, write the target words or phrases.

Note: If one entry has more than one equivalent in the target language, duplicate the entry. DO NOT provide alternatives in the same cell.

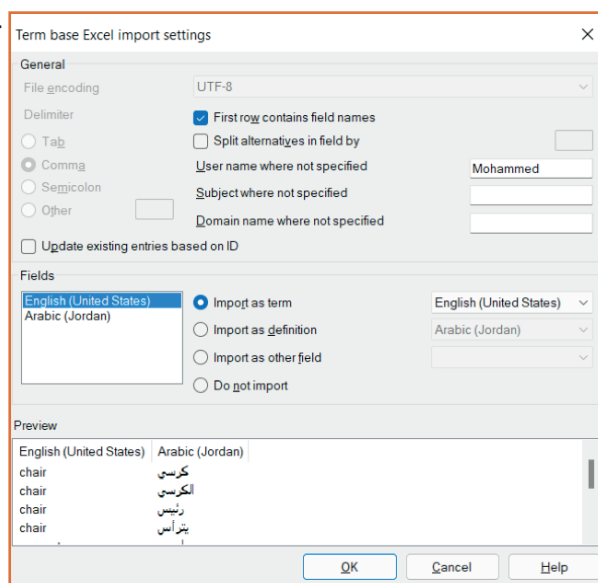
1	English (United States)	Arabic (Jordan)
2	chair	كرسي
3	chair	الكرسي
4	chair	رئيس
5	chair	يتأس
6	computer	حاسوب
7	computer	كمبيوتر
8	computer	الحاسوب
9	computer	للحاسوب
10	computer	والحاسوب

There is no limit for the number of rows that you can insert in the excel sheet.

6. Save the excel sheet on your computer.
7. Open MemoQ then click on the library icon.
8. Click termbases
9. In the termbase station, click the termbase file to which you need to insert the new excel sheet terms.
10. Right-click the termbase, then click Import terminology.



11. Import the excel sheet.
12. Verify the correct designation of the source and target languages to the rows. If you correctly wrote the languages on top of each excel sheet column, you would not need to do anything. Ensure you choose **Import as term** for both languages.



13. Click Ok. Your excel sheet terms are now imported into your termbase.

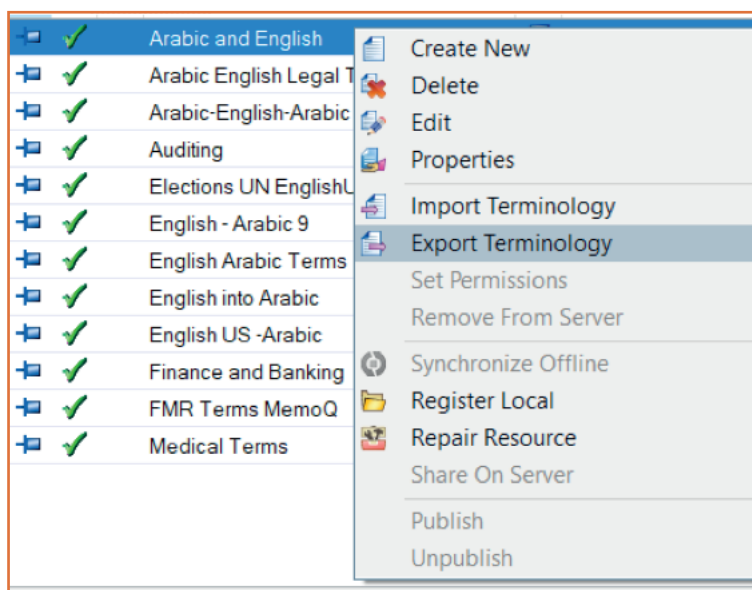
Export a termbase

ACTION	Export a termbase
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

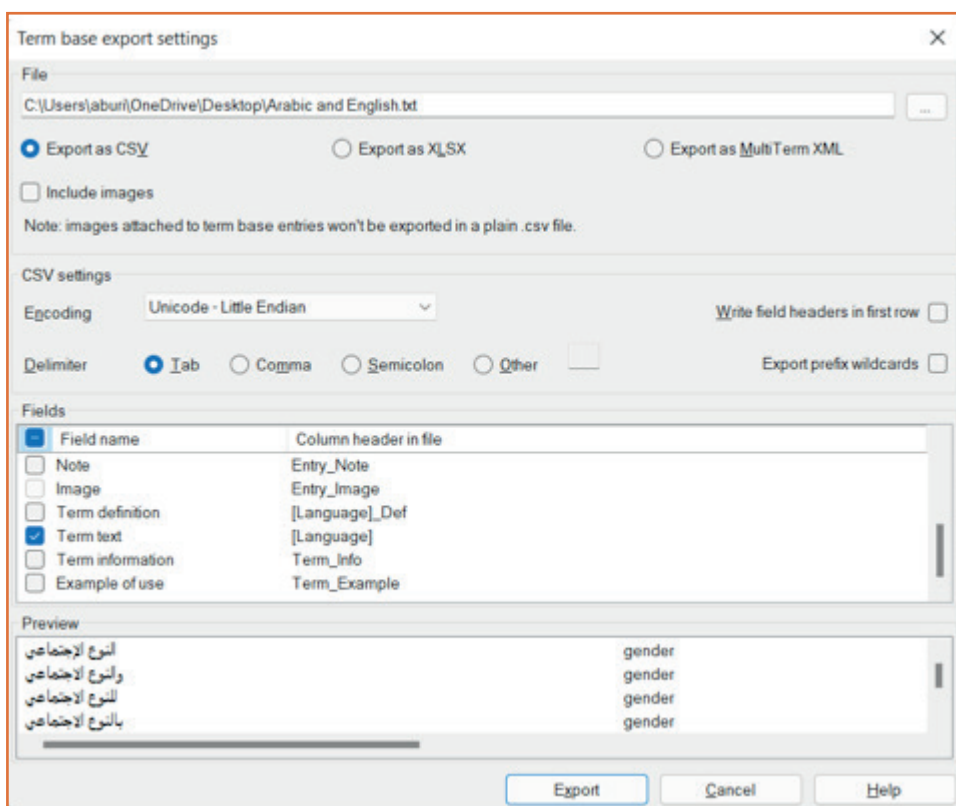
Learning step 1 Export a term base

It is not unlikely that you need to export your termbase to give it to another user. The process is simple.

1. Go to the library, click termbases, highlight the intended termbase then click **Export Terminology**.



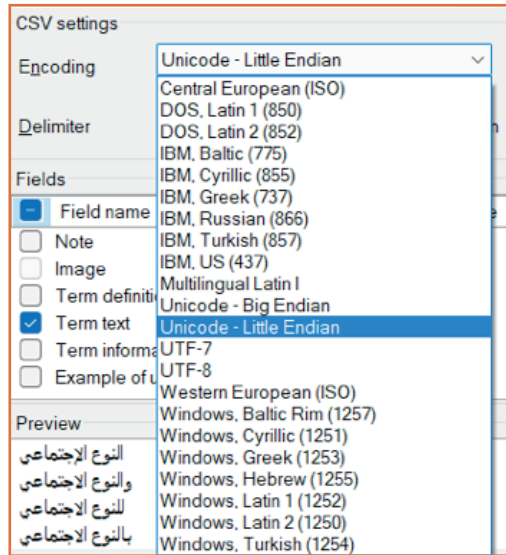
2. You can export the file into any of the available formats: csv, XLSX or XML. It depends on the other user's preference.



3. If the other user needs the termbase in another CAT (other than MemoQ), it is advisable that you untick all options except Term Text.

Learning step 2 Exporting Arabic termbases

1. If either the source or target language is from the **Arabic language family**, then change the encoding to: Unicode-Little Endian
2. Click Export to export the termbase.



Conclusion

1. A termbase stores the target language equivalents of words and phrases of your choice.
2. You can insert each term manually.
3. You can insert a complete list of terms through the use of Excel sheets.
4. You can export the termbase for the use of other users or other CAT platforms.
5. Exporting an Arabic termbase needs extra encoding steps.



Lesson

Quality Assurance

Lesson 6: Quality assurance

ACTION	Upon completion of this lesson, the student will be able to check the quality of translation in MemoQ.
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows based computers per the specifications of the programme.
STANDARD	Hands-on with guided instruction and formative assessment

Enabling Learning Objectives

1. Use the quality assurance feature
2. Use the proofreading tool

Use the quality assurance feature

ACTION	Use the quality assurance feature
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

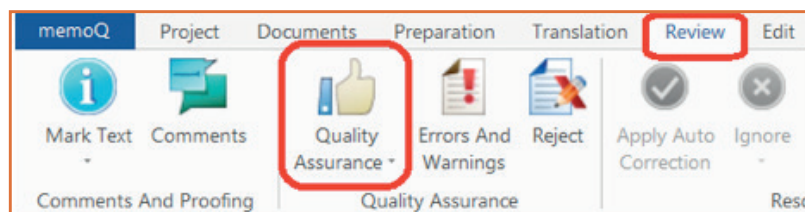
Learning step 1 General information

1. Quality assurance helps you check for serious issues that may challenge the quality of your work. At the end of the day, you want to submit to your client a translation that does not have problems in format, numbers or terms. Quality assurance as provided by MemoQ helps you see potential places of errors and suggests to you solutions.

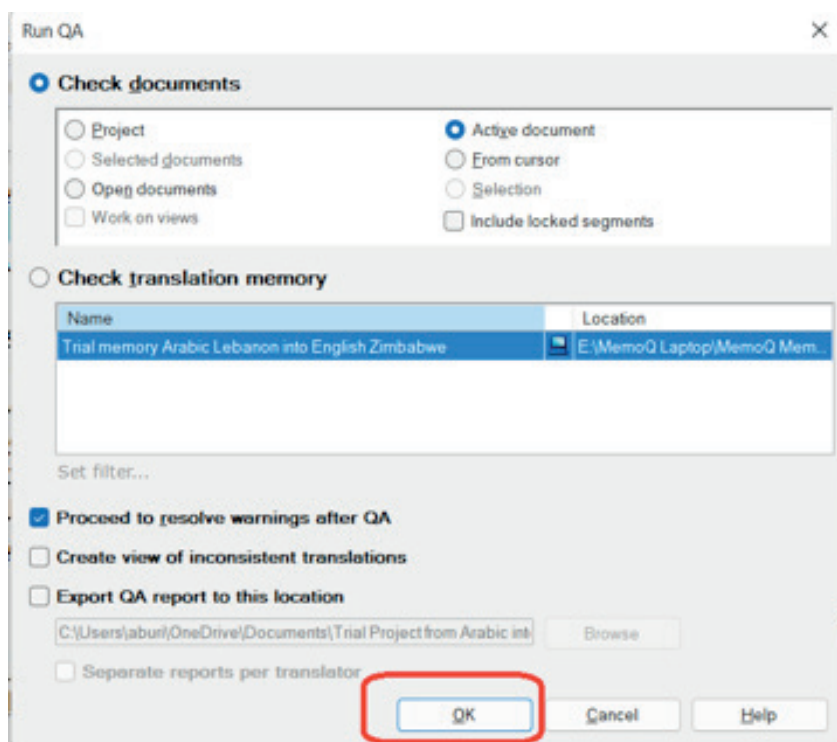
2. In our example to be shown below, we have created a translation file in MemoQ and made some intentional mistakes for illustrative purposes.

Learning step 2 Running the quality assurance function

1. In an open document, go to the menu bar and under the Review tab, click Quality Assurance.



2. Click Ok on the popup window to run quality assurance on the present document.



3. In our hypothetical example, the QA feature detected some problems. Click Code, to sort them out and try to understand them.

إقرأ المزيد على موضوع كوم: https://mawdoo3.com/%D9%85%D9%88%D9%82%D8%B9_%D9%85%D9%88%D8%B6%D9%88%D8%B9 <https://fffdfdf.com>

Document	Row	Code	Description
Memorandum Course Trial 3.docx	2	02011	Extra tag in target: "rpr"
Memorandum Course Trial 3.docx	2	02011	Tag "rpr" is missing from the target
Memorandum Course Trial 3.docx	2	02016	The order of tags has been changed in the target segment
Memorandum Course Trial 3.docx	2	03063	The number 3 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 9 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 85 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 9 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 88 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 9 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 82 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 8 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 9 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 85 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 9 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 88 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 8 is missing from the target
Memorandum Course Trial 3.docx	2	03063	The number 6 is missing from the target
Memorandum Course Trial 3.docx	5	03063	The number 8 is missing from the target

Project (eng-ZW) 2%

4. Look at the identified issues, understand what they mean and in your real work correct the segments accordingly. The following is what the tool has warned us regarding the current example.

Row	Code	Description
6	02011	Tag "rpr" is missing from the target
2	02011	Tag "rpr" is missing from the target
6	02011	Tag "rpr" is missing from the target
6	02011	Tag "rpr" is missing from the target
6	02011	Tag "rpr" is missing from the target
6	02011	Tag "rpr" is missing from the target
2	02015	Extra tag in target: "rpr"
2	02016	The order of tags has been changed in the target segment
463	03062	There is an extra number in the target: 7676, probably instead of 50
774	03100	Inconsistent translation for لا أوافق بشدة
780	03100	Inconsistent translation for لا أوافق بشدة
1267	03100	Inconsistent translation for 50
1283	03100	Inconsistent translation for 50
1494	03100	Inconsistent translation for لا أوافق بشدة
2	03190	A space is missing before the rpr tag

- A. There are missing/inaccurate/extra tags. Those will result in your translation ill-formatted.
- B. Some inaccurate numbers have been transferred to your translation. For example, 7676 instead of 50.

- C. Some recurrent words/phrases are inconsistently translated (e.g. strongly agree was translated as **أوافق بشدة** and then as **لا أوافق بشدة**).

Use the proofreading tool

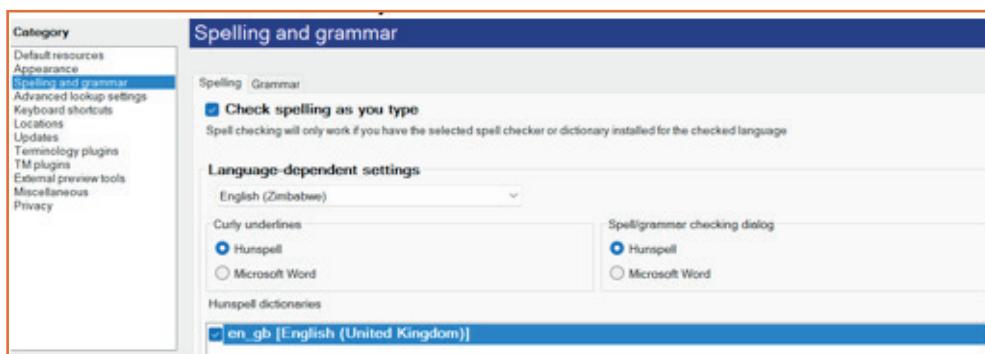
ACTION	Use the proofreading tool
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 General information

MemoQ offers proofreading in different languages either based on Microsoft Office or on Hunspell. Once the feature is activated, your MemoQ will act like you see in Microsoft Word, where misspelled words are underlined in red and corrections are offered.

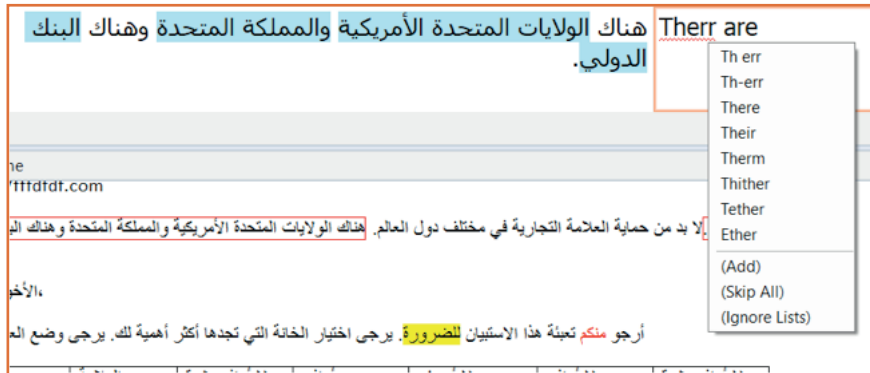
Learning step 2 Activate the proofreading tool

1. Click the gear icon on the top left side of MemoQ.
2. Click on the Spelling and grammar option.
3. Choose the language(s) you are working with and tick either Microsoft Word or Hunspell.
4. Click Ok. Go back to your document.



Learning step 3 Use the proofreading tool inside your translation

1. Open any document you have on MemoQ projects, then type in any misspelled word wherever you like. You will see it underlined in red.
2. Right-click the misspelled word, then choose the correct one.



Conclusion

1. Quality assurance is a feature in MemoQ that helps you maintain consistency in format, tags and translated words and phrases.
2. Proofreading feature allows you to proof-read your document, just like you usually do in a Microsoft Word Document.



Lesson

Build a memory from
reverso.com



Lesson 7: Building a memory from Reverso.com

ACTION	Upon completion of this lesson, the student will be able to create a memory based on Reverso.com then import it into MemoQ
CONDITION	In a zoom based session. Students should have access to internet and have their genuine software installed on their 64x windows based computers per the specifications of the programme. Students should have on their computer the MemoQ tool, the Olifant tool, Microsoft Word and Notepad.
STANDARD	Hands-on with guided instruction and formative assessment



Terminal Learning Objective

1. Install a third-party software: Olifant
2. Extract a memory from Reverso.com
3. Format the parallel text
4. Create a memory through Olifant
5. Import the memory into MemoQ

Install a third-party software: Olifant

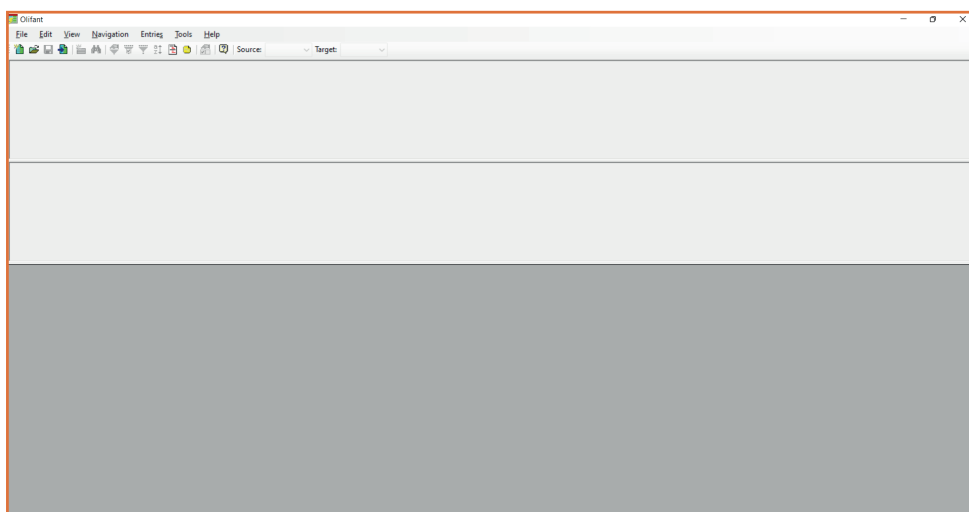
ACTION	Install a third-party software: Olifant
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 What is Olifant?

Olifant is a .NET application that allows you to load or import translation memories in different formats (such as TMX or tab-delimited). You can edit the translation units, their attributes and any other associated data. Olifant allows you to save or export your data in various formats. This software is distributed under the GNU Lesser General Public License. Copyright (C) 2005-2008 ENLASO Corporation, Okapi Development Team. In this lesson, we will use the software to import a memory from Reverso.com. By doing so, you will be able to import large numbers of memories to your MemoQ memory for use in later projects.

Learning step 2 Install Olifant

Download the Olifant software from the official website, then run the setup as you would do with any other program. Run the program. You will see the general interface as in the following image:



At this stage, you do not need to do anything. Just keep it open until we come back to it to create our memory.

Extract a memory from Reverso.com

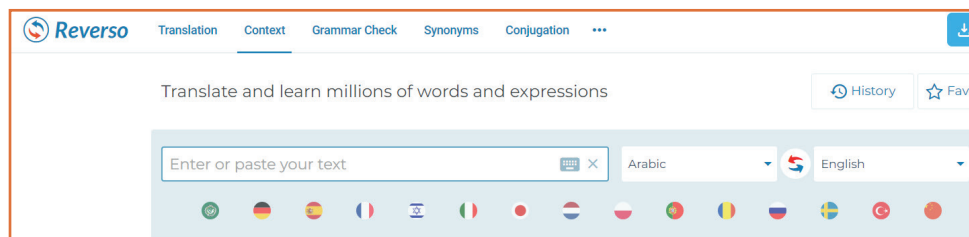
ACTION	Extract a memory from Reverso
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment


Learning step 1 What is Reverso?

Reverso.com is a language service that offers, among other things, contextual parallel texts in a pair of languages. The accuracy of the translated data is not guaranteed, so we need to exert some discretion on our choices. Since Reverso holds a large volume of parallel texts, it is a good candidate source for raw material that can be imported and used in MemoQ memories.

Learning step 2 Copy parallel texts from Reverso

1. Go to the Context part of the Reverso website by clicking this link www.context.reverso.net/translation. A search tool will appear as in the following image:



2. Define the languages as Arabic and English.
3. In our example, we would like you to enter in the search tool the Arabic word قرارات then press Enter on your keyboard or click the search icon on the webpage .
4. You will get a result similar to the following image

qirārātun

Suggestions: قرار قرارات قرارات الجمعية العامة قرار

Translation of "قرارات" in English

Noun

decisions resolutions decision awards rulings choices determinations decrees orders jurisprudence

judgements decision-making resolution decision-makers decide

انماط الطيران للنحل تحدد بواسطة قرارات فردية The flight patterns of bees are determined by individual decisions.

شركة انت قمت بعهدتها إلى لاتخذ قرارات تنفيذية مثل هذه A company that you've entrusted to me to make executive decisions like these.

واعتمدت قرارات كثيرة في هذه الهيئة في دوراتها العادية واستثنائية. Many resolutions have been adopted by this organ at its regular and its special sessions.

5. Scroll down until you the “Display more examples” tab. Click it to get more results. You can keep clicking it until you are satisfied with the number of results you get.

Display more examples

6. Move the cursor through your Mouse to the left side of the table. Double click and while the mouse left button is pressed, drag to the right. This will allow you to select the entire table. We have added a star shape to the following image to indicate where you need to double click.

قرارات الانضمام لعضوية المنظمة تصدر من المجلس.	<u>Decisions</u> on admission to the Organization shall be adopted by the Council.
وأحد هذه المؤشرات هو مستوى امتثال الدول الأعضاء لتنفيذ قرارات المجلس.	One such indicator is the level of compliance by Member States in implementing the <u>resolutions</u> of the Council.
وسيعكس ذلك بدوره قرارات اللجنة التحضيرية المتعلقة برئاسة المؤتمر.	That, in turn, would affect the Preparatory Committee's <u>decisions</u> concerning the presidency of the Conference.
قرارات اليوم تأتي في هذا السياق.	The draft <u>resolutions that were adopted</u> today fall into this context.

7. Now, you have the entire table shaded, which means it has been selected. On your keyboard press CTRL+C or Right-click the mouse and choose Copy.



8. Copy the text for pasting it in Microsoft document.

Format the parallel text

ACTION	Format the parallel text
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Paste the text into Microsoft Word

Create a new Microsoft Word document, then paste the parallel text that you got from Reverso onto it. Delete the first unnecessary elements of the text as in the image below.

قرارات

Arabic

English

qirārātun

Suggestions: قرارات الجمعية العامة اتخاذ قرارات قرارات مجلس الأمن قرار

Translation of "قرارات" in English

Noun

decisions resolutions decision awards rulings choices determinations decrees orders jurisprudence judgement

s decision-making resolution decision-makers decide

IMPORTANT: Make sure the first sentence comes at the very top of the document. You cannot have any space before it. The result should now be similar to the following image:

Search (Alt+Q)

References Mailings Review View Help EndNote X7 Acrobat Kutools™ Kutools Plus

Font Paragraph Styles Editing Create and Share Adobe PDF Request Signatures Dictate Voice Sensitivity Editor Reuse Files

أنماط الطيران للنحل تحدد بواسطة قرارات فردية
The flight patterns of bees are determined by individual decisions.

شركة آيت فمت يعيدها إلى لاتخاذ قرارات تنفيذية مثل هذه
A company that you've entrusted to me to make executive decisions like these.

واعتمدت قرارات كثيرة في هذه الهيئة في دوراتها العادية واستثنائية.
Many resolutions have been adopted by this organ at its regular and its special sessions.

ويجب تنفيذ قرارات المجلس وصكوك اتفاق لوساكا للسلام.
The Council's resolutions and the instruments of the Lusaka Ceasefire Agreement must be implemented.

بروكس هل اتخذت أية قرارات للمستقبل القريب؟
Brooks, have you made any decision about our immediate future?

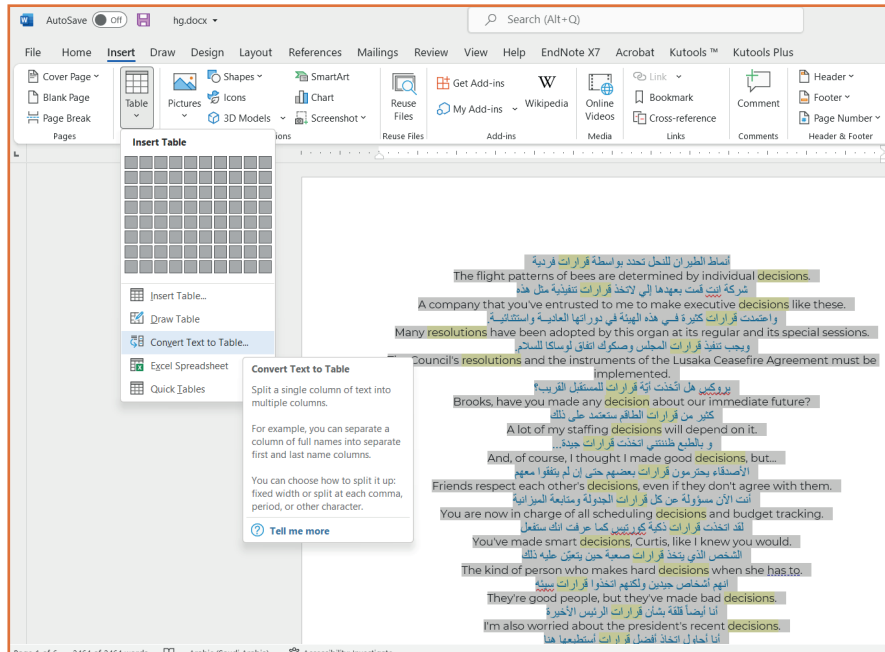
كثير من قرارات الطاقم ستعتمد على ذلك
A lot of my staffing decisions will depend on it.

و بالطبع ظننتني اتخذت قرارات جيدة...
And, of course, I thought I made good decisions, but...

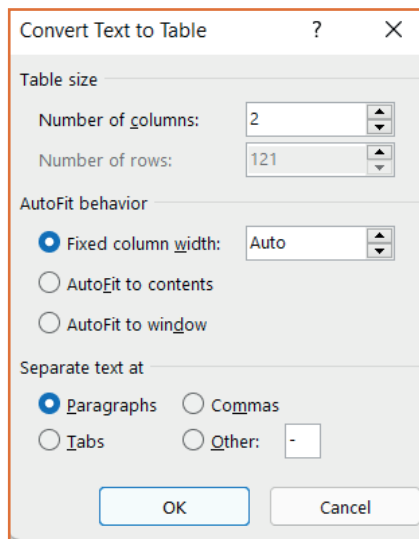
الأصدقاء يحترمون قرارات بعضهم حتى إن لم يتفقوا معهم
Friends respect each other's decisions, even if they don't agree with them.

Learning step 2 Convert the text to an Olifant-readable format

1. Select the entire content of the document, then convert it into a table.



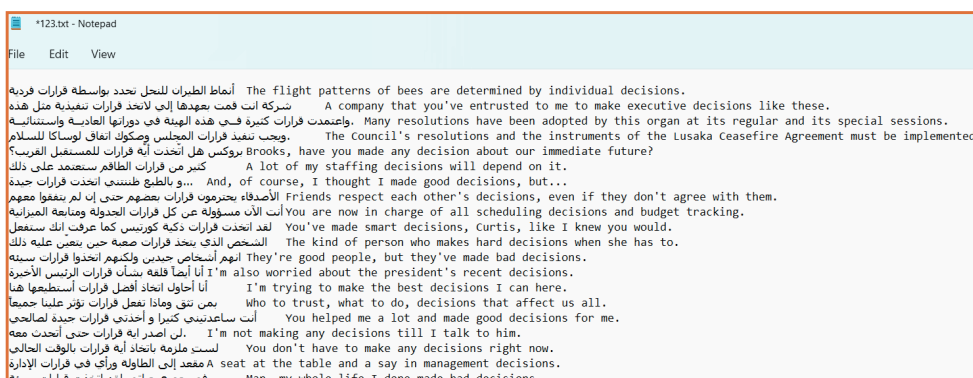
2. Change the number of columns into 2. Then click Ok.



3. Now, look at the table and make sure that every English row matches in meaning the Arabic row next to it.

The flight patterns of bees are determined by individual decisions .	أنماط الطيران للنحل تحدد بواسطة قرارات فردية
A company that you've entrusted to me to make executive decisions like these.	شركة أنت قمت بعهدتها إلي لاتخذ قرارات تنفيذية مثل هذه
Many resolutions have been adopted by this organ at its regular and its special sessions.	واعتمدت قرارات كثيرة في هذه الهيئة في دوراتها العادية واستثنائية.
The Council's resolutions and the instruments of the Lusaka Ceasefire Agreement must be implemented.	ويجب تنفيذ قرارات المجلس وصكوك اتفاق لوساكا للسلام.
Brooks, have you made any decision about our immediate future?	بروكس هل اتخذت أية قرارات للمستقبل القريب؟
A lot of my staffing decisions will depend on it.	كثير من قرارات الطاقم ستعتمد على ذلك
And, of course, I thought I made good decisions , but...	و بالطبع ظننتني اتخذت قرارات جيدة...
Friends respect each other's decisions , even if they don't agree with them.	الأصدقاء يحترمون قرارات بعضهم حتى إن لم يتفقوا معهم
You are now in charge of all scheduling decisions and budget tracking.	أنت الآن مسؤولة عن كل قرارات الجدولة ومتابعة الميزانية

4. Copy the table, then open a Notepad document. Paste the content there. It should look like in the following image:



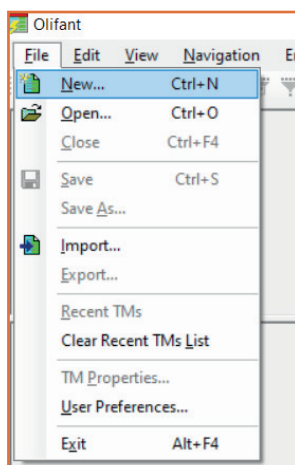
5. Save the notepad document by giving it any name. For this exercise, name it 123. Note: At this point, you can directly import this file into a MemoQ memory. However, we are taking you through the process of importing it into Olifant.

Create a memory through Olifant

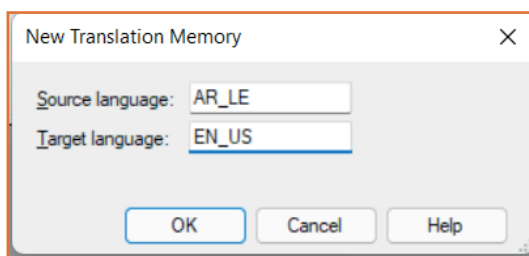
ACTION	Create a memory through Olifant
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Create a blank memory in Olifant

1. Open Olifant software, then create a blank memory by pressing CTRL+N or clicking New on the File Menu.

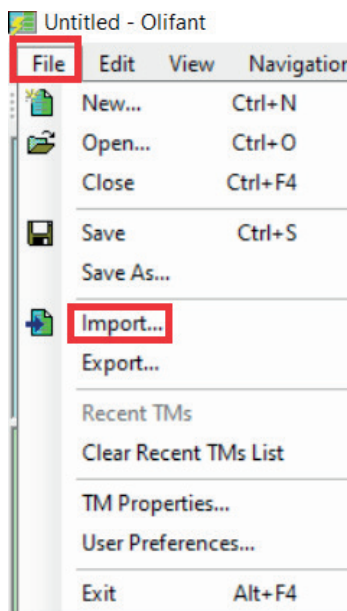


2. Carefully designate the language pair you are working on. In this exercise, we assume our memory on MemoQ has the language pair of English (United States) and Arabic (Lebanon). The codes for those two languages are respectively: EN_US and AR_LE. Click Ok after you change those values.

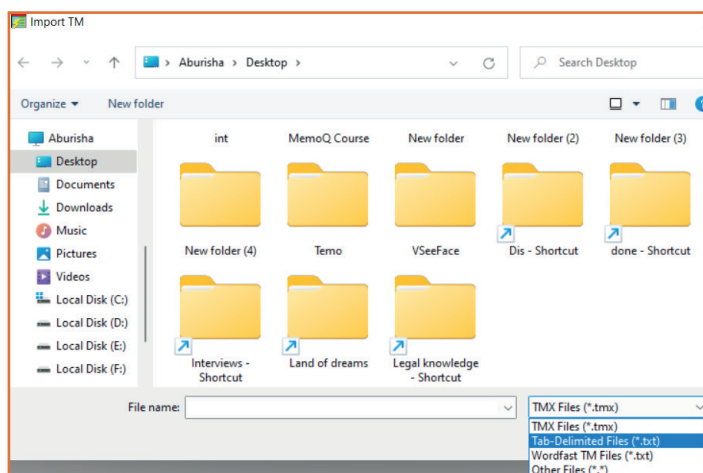


Learning step 2 Import the text file into the memory

1. Click the File tab on the menu bar, then click Import.



2. A popup window will appear asking you to choose the file. On the left side, click the import options then choose Tab-Delimited Files (*.txt) then browse for your notepad file, which we called 123.txt and choose it for import. Click Ok.



3. Olifant now asks you to define the columns that it saw in the txt file. In our example, Column 1 is for the Arabic language while Column 2 is for the English language.

4. While Column 1 is shaded, change the values of Field type and Language into **Text** and **AR_LE** respectively.
5. Click Column 2. While Column 1 is shaded, change the values of Field type and Language into **Text** and **EN_US** respectively.

6. Click Ok. The file is now imported into a TMX memory through Olifant.

Key	Flag	Text_AR_LE	Text_EN_US
1	<input type="checkbox"/>	أمطار الطيران للنحل تحدد بوا...	The flight patterns of bees are determined by individual decisions.
2	<input type="checkbox"/>	شركة أنت تختار بعينها. أنت تختار قرارات تنفيذية مثل هذه...	A company that you've entrusted to me to make executive decisions like these.
3	<input type="checkbox"/>	واتصمت قرارات كثيرة قديس هذه الهيئة في دوراتها العادية واستثنائية...	Many resolutions have been adopted by this organ at its regular and its special sessions.
4	<input type="checkbox"/>	ويجب تنفيذ قرارات المجلس ومصادقته اتفاقا تاما معك الامانة...	The Council's resolutions and the instruments of the Lusaka Ceasefire Agreement must be implemented.
5	<input type="checkbox"/>	بروكس، هل اتخذت أي قرارات فورية بشأن اتفاقنا...	Brooks, have you made any decision about our immediate future?
6	<input type="checkbox"/>	كثير من قراراتنا تعتمد على ذلك...	A lot of my staffing decisions will depend on it.
7	<input type="checkbox"/>	و. بالطبع، أفكرت في قرارات جيدة...	And, of course, I thought I made good decisions, but...
8	<input type="checkbox"/>	الأصدقاء يحترمون قرارات بعضهم حتى إن لم يتفقوا معهم...	Friends respect each other's decisions, even if they don't agree with them.
9	<input type="checkbox"/>	أنت الآن مسؤولة عن كل قرارات الجدولة ومداخلة الامانة...	You are now in charge of all scheduling decisions and budget tracking.
10	<input type="checkbox"/>	لقد اتخذت قرارات ذكية كثيرين كما عرفت أنك ستفعل...	You've made smart decisions, Curtis, like I knew you would.
11	<input type="checkbox"/>	الناس الذين يتخذون قرارات صعبة حين يتعين عليه ذلك...	The kind of person who makes hard decisions when she has to.
12	<input type="checkbox"/>	انهم أشخاص جيدين واتخذوا قرارات سيئة...	They're good people, but they've made bad decisions.
13	<input type="checkbox"/>	أنا أيضا قلق بشأن قرارات الرئيس الأخيرة...	I'm also worried about the president's recent decisions.
14	<input type="checkbox"/>	أنا أحاول اتخاذ أفضل قرارات استطيعها هنا...	I'm trying to make the best decisions I can here.
15	<input type="checkbox"/>	بين ثقتي وبماذا تفعل قرارات تؤثر علينا جميعا...	Who to trust, what to do, decisions that affect us all.
16	<input type="checkbox"/>	أنت ساعدتني كثيرا واتخذت قرارات جيدة لصالح...	You helped me a lot and made good decisions for me.

7. Click the **Save** icon  or press CTRL+S then give the exported file the name Trial-Olifiant.tmx

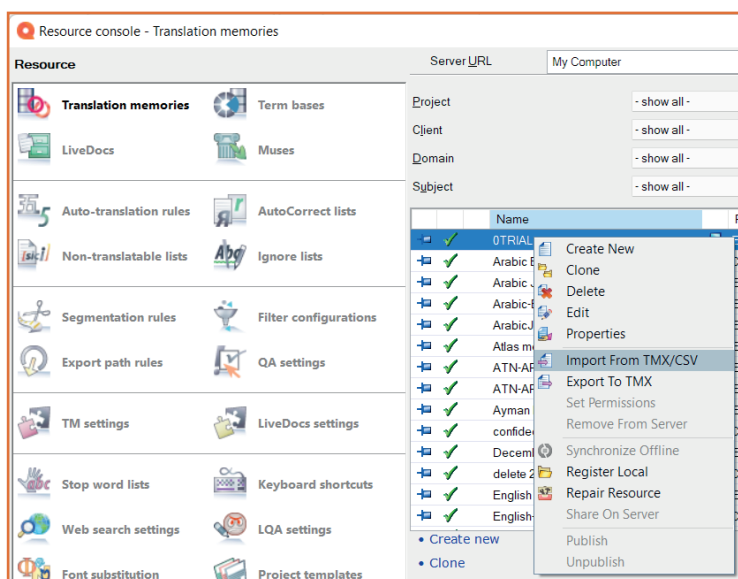
You have now got the Reverso data imported into a memory file (TMX).

Import the memory into MemoQ

ACTION	Import the memory into MemoQ
CONDITION	In a zoom session with students connected via internet.
STANDARD	Hands-on with guided instruction and formative assessment

Learning step 1 Import the tmx file into MemoQ memory

1. As you have got your TMX file, you can now import it into your MemoQ memories. To do that, open MemoQ, click on the library icon, go to translation memories, then choose the one where you will insert the new memory in. Highlight it, right click, then choose Import from TMX/CSV.



2. Browse for your new TMX files then click Open.
3. You will be prompted to check for some parameters. In our example, F0 column is for Arabic while F1 is for English. The memory we are importing to in this example is from Arabic into English. Accordingly, change the values as follows:

F0: Import as source segment

F1: Import as target segment

The screenshot displays two identical dialog boxes, one above the other, illustrating the configuration for importing TMX fields. Each dialog has a 'Fields' section on the left with a list containing 'F0' and 'F1'. To the right of this list are four radio button options: 'Import as source segment', 'Import as target segment', 'Import as other field', and 'Do not import'. In the top dialog, 'F0' is selected and 'Import as source segment' is chosen. In the bottom dialog, 'F1' is selected and 'Import as target segment' is chosen. To the right of the radio buttons are two dropdown menus; the top one is set to 'Arabic (Lebanon)' and the bottom one is set to 'English (Zimbabwe)'. A 'Preview' section is visible at the bottom of each dialog.

4. Click Ok. The Reverso parallel text is now stored in your MemoQ memory.

Learning step 2 Language direction

You can use the same TMX file generated through Olifant to have it imported into an English-Arabic or Arabic-English memories in MemoQ. You will just need to identify, upon importing the file, which languages you designate as source and target.



Conclusion

1. Reverso services offer large numbers of parallel texts that can be useful for our work if imported into MemoQ.
2. The text should be formatted in Microsoft Document and Notepad
3. Olifant converts tabled texts into TMX format.
4. A MemoQ memory can accept the file you import regardless of its language directionality.



Conclusion of the training course

With this being said, you are now ready to use MemoQ at the basic operator's level. Advanced features will include importing huge memories into your MemoQ system and using Muses to 'guess' the equivalents of new words and phrases, even if they are not stored in your termbase. These, and other issues, will be the subject of our future course on MemoQ at the advanced level.

